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22 June 1988

MEMORANDUM FOR: Chief, Information & Management Support Staff, OL  
FROM:   
Acting Chief, Facilities Management Division, OL  
SUBJECT: Synopsis of Third Quarter FY 1988 Activities  
REFERENCE: Mtple Adrse Memo dtd 26 May 88 fm C/IMSS/OL,  
Subject: FY 88 OL Planning Calendar and Planning  
Guide

Tony:

Attached is the synopsis of FMD's third quarter FY 1988  
activities. If you have any questions or need additional  
information, please contact

Att

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SEPARATED FROM  
ATTACHMENT

OL 10209-88

22 June 1988

THIRD QUARTER FY 1988 ACTIVITIES  
FACILITIES MANAGEMENT DIVISION

HEADQUARTERS CONSOLIDATION STAFF (HCS)

1. Completed construction of the new grounding fields for the Headquarters Compound.
2. Currently have:
  - "D" electric vault expansion underway
  - New chilled water infrastructure and sprinkler system infrastructure out for competitive bid for construction
  - 15 other projects in design.

INTEGRATED LOGISTICS SUPPORT PROGRAM (ILSP)

3. Work for Office of Technical Service (OTS): All work necessary to renovate, wire, carpet, and furnish the OTS space on the Ground through 3rd floors was completed, as scheduled. Relocation of OTS will begin on 5 July and continue through 31 July. OTS has requested ILSP to make additional renovations to meet new requirements in a few of the areas on the Ground floor. We will do these at OTS's expense; those OTS components' relocation to NHB will be delayed until the renovations are complete. There is no significant impact from this delay.

4. Work for the Office of Scientific and Weapons Research (OSWR): The renovation and wiring work for OSWR space on the 3rd through 5th floors of the North Tower were completed as scheduled. OL will complete carpeting and furnishing, and OIT will complete telephone installation during July. OSWR is on schedule to relocate during August.

5. Work for the Offices of Near Eastern and South Asian Analysis (NESA) and East Asian Analysis (OEA): NESA AND OEA spaces on the 6th floor are complete - two months ahead of schedule. These areas were readied as a contingency in the event that preceding offices could/would not move as scheduled. NESA and OEA are scheduled to relocate to NHB in September.

6. Work for the Management, Planning, and Services Staff (MPSS): Renovation and wiring work for MPSS is complete on their 5th floor space. Carpeting and furnishing is underway. This space will be complete two months ahead of schedule. MPSS is scheduled to relocate to NHB in September. NOTE: MPSS has asked informally if we could either accelerate or delay their relocation since MPSS handles the entire DI's budget/financial work, and September is the end of the fiscal year. We are working with MPSS to see what we can do to help them as requested.

7. Other Renovation Work: Minor renovation work was completed for the Directorate of Intelligence Task Force (DI/TF), the Office of Training and Education (OTE) classrooms, the Office of Medical Services (OMS) Fitness Center, numerous Office of Information Technology (OIT) office and computer areas which will be occupied early, and Office of Logistics (OL) supply/service areas.

8. Work for the Office of SIGINT Operations (OSO): The DDA assigned OSO new space on the 2nd floor of NHB in late February. We have completed the design of the space, the minor renovations required (including building a vault wall to separate it from OTS space), and the floor work necessary for OIT to begin wiring.

9. Space Design Work: Designs were completed for the Office of the Inspector General (OIG), the Office of General Counsel (OGC), the Soviet and East European Division (SE), the Office of Information Technology (OIT), and the Political and Psychological Staff (PPS). Designs are near completion for the Office of Personnel (OP), and the Africa Division (AF).

In short, work to complete and occupy NHB is progressing on schedule. Significant progress was made in the cooperative working relationships between OL, OIT, and OS.

#### OPERATIONS

10. Child Day Care Center: A study was performed to optimize the location of the Child Day Care Center (CDCC). The selected site is the northeast quadrant of the Scattergood-Thorne property, near the South Parking Lot. In June, FMD representatives met with the National Capital Planning Commission (NCPC) to review the Headquarters Compound master plan as it relates to the Day Care Center. FMD returned the master plan to the Architectural-Engineering contractor, SAIC Architects, Incorporated, for revisions which will be formally resubmitted to the NCPC prior to 1 July. NCPC anticipates that the formal review process will take up to 60 days.

11. PCB Transformer Removal From Headquarters Compound: The two Architectural-Engineering (A/E) firms that were selected by GSA to develop construction documents to remove the 17 PCB transformers in the Headquarters Compound are approximately 50 percent complete with the designs. The phased construction is scheduled to begin in late Fall 1988 and should be completed in the summer of 1989.

12. Supplementary Architectural-Engineering Contract: In order to broaden the technical diversity and capability in Engineering and Design Branch to respond to quick requirements, several "supplemental" A/E contracts have been established. General Scopes of Work (SOW) have been developed for each A/E with prenegotiated hourly rates, and reimbursables (i.e. travel, reproduction, etc.) This allows the A/E to be tasked and brought on line to support the Engineering and Design Branch within a few days, instead of a few weeks or sometimes months. These types of contracts will be used for small specific tasks with short time requirements and are not intended to replace the standard request for proposal, selection, negotiation and award process for larger A/E projects.

13. Maintenance Branch Project Officers are actively monitoring 314 projects at an estimated value of \$2,909,198.

14. Approximately 366,935 square feet of floor space in the Original and New Headquarters Buildings were under varying degrees of renovation, repair, maintenance, and construction during the quarter.

15. Fourteen Work Authorizations were sent to Allied during the quarter at a value of \$425,164.

16. Following is a list of projects sent to either Allied or outside contractors exceeding \$50,000:

<u>Work Order</u>	<u>Component</u>	<u>Description</u>	<u>\$ Amount</u>
890169	DCI/LOGS	7D19 Renovation	51,037
890745	DDA/FMD	NHB Renovation	69,710
891181	DDA/FMD	Install Power & HVAC	<u>148,309</u>
TOTAL: 3			\$ 269,056

17. Five special functions were handled by Project Officers during the quarter:

16-17 April Technology Shortfalls in Intelligence Architectures, DDS&T.

03-04 May CIA/DOD Joint Conference.

14 May  Reunion.

21-22 May American Institute of Aeronautic and Astronautics Symposium.

31 May Star Memorial

18. Jogging Track: Because of last minute changes, design for the jogging track was not completed until the third quarter. Construction is scheduled to be completed during the fourth quarter. The construction cost estimate is \$208,900.

19. OTS Space, NHB: Renovation to the OTS space got underway during the second quarter. Although there were a number of change orders, the project was completed to a point where OIT was able to start their work as scheduled on 15 March. All work, including long-lead mechanical items, is scheduled for completion by 1 July. To date this project has cost \$434,757.

20. The Interior Design Staff arranged and supervised the following activities:

a. Three shows were displayed in the FAC Exhibit Hall, 1D Corridor, Headquarters: - Employee Photography Show, OSS Artifacts, and Celebrating the Spirit: An Olympic Commemoration

b. A star and the name of  were added to the Memorial Wall and Book of Honor in the Headquarters Lobby.

c. The plaque memorializing air crews and ground support personnel of Air America, Civil Air Transport, Air Asia and Southern Air who died in Asia was installed in the main corridor of Headquarters.

d. Manufacture and installation of directional and door signs for the North Tower of the New Headquarters Building.

e. Determination of colors for accent walls in the New Headquarters Building and revision of standard door colors.

f. Selection of special planter boxes and plants for open plan areas of the New Headquarters Building.

g. Specified all finishes and furnishings for Building 3, under construction at the Interagency Training Center.

### SERVICES

#### Building Services Branch (BSB)

25X1 21. During the Memorial Day weekend, BSB provided the moving crew for the [ ] Center move that involved about 69,000 tapes and 260 pieces of equipment weighing in excess of 42,000 lbs. Due to superb coordination and the team effort put forth, this move went very smoothly.

25X1 22. During the period 14 through 27 June, BSB is locating OC/FND/TLG personnel, technicians workshops, and inventory from [ ] This is a large office move including sensitive, high value equipment for a unit that supports time critical operations.

25X1 24. From 4 through 15 April BSB conducted their spring "Operation Cleanup" and it was rated as very successful with \$77,000 of reusable materiel recovered.

25. During the month of April, the Deputy for Services and BSB representatives began canvassing the Logistics/Administrative Officers and Senior Secretaries of the respective Directorates for new supply items to meet current trends of the Agency.

26. BSB has been controlling the receiving operation for the CorryHiebert partitions and furniture for the new Headquarters building. Additionally, BSB is surveying each component to highlight the furniture placed by KOFCO, the items being relocated from the old site, and prepositioning conserv-a-files and other furnishings held in Lot Storage by the component.

27. BSB chairs an FMD Working Group weekly meeting to include the Operations Group carpet installation project, ILSP representatives and BSB representatives. During these meetings each representative highlights accomplishments and tasks ahead. Mutual concerns/issues are aired to insure total coordination within FMD.

Mail & Courier Branch

28. A proposal to consolidate daily newspaper distribution from over 100 distribution points to less than 30 distribution points was approved through all Directorates, and put into effect on 29 June.

29. The Postal Section implemented the first phase in the elimination of Penalty Indicia mail throughout the Agency by beginning to meter all mail processed by P&PG. This was considered the phase that would have the most impact on M&CB operations. The successful transition from Penalty Indicia to metered mail in this regard will make further phasing out of Penalty Indicia much easier.

30. M&CB reimbursed FBIS for postage costs incurred in metering of official mail, generated by FBIS. This is the first time that OL's new policy regarding postage reimbursement has been applied. The basis for this policy was derived by the necessity to abolish use of penalty indicia envelopes for CIA mail.

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33. M&CB commenced mail service to the new Headquarters Building computer center (3S59). This is the first office in the new Headquarters Building that has been brought on line, in terms of mail delivery.

34. M&CB assumed responsibility for transporting payroll computer tapes, for Office of Finance/Monetary Division, from the OIT office, from which they are being generated, to Treasury Annex (GAO). This task had previously been accomplished by OIT personnel.

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#### Motor Pool Branch

36. Technical support provided to an Office of SIGINT Operations (OSO) overseas installation was completed as part of a semi-annual preventive maintenance program.

37. After extensive research, a suitable replacement for the aging front-end alignment machine was located and ordered. The new machine will enable us to align front-wheel drive vehicles and our larger passenger carrying vans and mini-buses.

38. Uniforms were provided to members of the Passenger Vehicle Section who perform in the role of chauffeurs. A dress code has also been established and implemented.

#### GENERAL

##### 39. Parking:

- Opened West 3 lot (for overflow)
- Preparing top deck of Garage for 5 July availability
- Issued parking permits for OTS move-in (2nd level parking deck)
- completed review of 30 percent drawings of West A expansion
- Paved and striped south lot reconfiguration.



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40. Energy Management/Waste Recovery Project:

- Forwarded permit application to Virginia State Air Pollution Board
- Briefed NCPC
- Reviewed 30 percent construction drawings
- Completed market survey for incineration systems which meet Virginia State specifications.

41. During this period, FMD absorbed the mission and functions of the New Building Project Office.

STATISTICS

42. To be provided at a later date.

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